

Office Conference, November 7, 1917.

Present: Mrs. Gildersleeve, Miss Finks, Miss Voss and Miss Sheibley.

Miss Voss presented the increased cost of postage and suggested that the office shall not send two letters when one will do. ✓

The following recommendation was passed:

THAT letters belonging to another department shall not be acknowledged by the receiving department, but that the department answering shall state in reply that the communication has been turned over by receiving department.

Miss Voss stated that it has been reported that the literature is often not on hand for presbyterial meetings. This was found true also in regard to synodical meetings. ~~It was suggested also that literature be sent free of charge to synodical presidents.~~

It was voted that the following recommendations be sent the Literature and Publication Committee:

1. THAT all new literature be sent free of charge to synodical presidents;
2. THAT more new literature on the field be prepared, and
3. THAT literature be sent promptly so that notwithstanding delay in transportation it may reach its destination in time for the meeting for which it is sent.

The question was raised as to whether speakers from the Board have a right to accept offerings from churches. It was stated by Mrs. Gildersleeve, that although the Board has not the right to appeal to the pews, it may accept any contribution that comes as a result of an address.

As it was brought to the attention that the scholarship pupils are being emphasized in Scholarship letters, it was decided to discourage as far as possible the placing of the emphasis on the pupil rather than on the work. ✓

MINUTES OF OFFICE CONFERENCE

December 5, 1917.

Present - Miss Petrie, Mrs. Gildersleeve, Miss Finks, Miss Voss and Miss Sheibley.

FINANCIAL CAMPAIGN

Mrs. Gildersleeve stated that she had planned an itinerary for Miss Porter in the middle West, beginning January eighth, and for Miss Voss in New York, Pennsylvania, Ohio, Chicago and St. Louis, with the end in view of making a campaign for funds.

EDUCATIONAL CAMPAIGN

The reports that have come from the Educational Campaign were considered. On account of the financial stringency, which looks as though it may continue indefinitely, and owing to the fact that the Campaign reaches only a limited number of women in each place, it was felt that the Board would not be justified in continuing such a campaign for another year; it was the opinion that our Field Secretaries could do a much better work at less expense. Then, too, the several illnesses which Mrs. Wells has had in these two years would seem to indicate that her health is hardly sufficient to the strain. Again the question was raised as to whether in her presentation of missions in general she does not emphasize Foreign Missions instead of giving an equal presentation of both Home and Foreign.

It was recommended that with the close of this engagement the Educational Campaign in the territory of the Northwest Board be discontinued.

STEREOPTICON LECTURE

Miss Voss stated that it would be of great help to all assistants in our offices to have the benefit of Mr. Allaben's stereopticon lectures and that if Office Conference agreed Mr. Allaben would show these pictures on January 8, 9 and 10 from 4 to 5 o'clock.

This suggestion met with the approval of the conference.

HAMMERMILL
BOND

MINUTES OF OFFICE CONFERENCE

December 19, 1917.

Present - Mrs. Gildersleeve, Miss Petrie, Miss Finks, Miss Voss, Miss Edith H. Moss of the Northwest Board and Miss Sheibley,

EDUCATIONAL CAMPAIGN

A survey of the work of the Educational Campaign showed that there had been a number of weeks without engagements, one week in November, one week in October, three weeks in December and that one week in January is without engagements and that only one week in February is under consideration.

After discussion of the situation it was agreed -

That for the present there should be but the two workers, Mrs. Wells and Mrs. Silverthorn.

That during February and March conferences be held in and near Chicago.

That Mrs. Wells should fill in unengaged time by attendance at local or interdenominational meetings, that any money received for these meetings should be credited to the salary provided by both Boards and the Boards relieved of an equal amount of obligation.

That the Campaign should be held in March and April in connection with presbyterial meetings in Illinois and Iowa possibly, that at these meetings Miss Porter, the Board's representative, should have the opportunity of giving a field message and of emphasizing young people's work.

That for the meetings held in connection with the presbyterial meetings only the usual \$10.00 for each Board and entertainment be asked.

DRESSING ROOM

As towels are constantly disappearing from the dressing room, it was decided to cancel the order for new towels and to use paper towels for the present.

MINUTES OF OFFICE CONFERENCE

December 26, 1917.

Present - Miss Petrie, Miss Finks and Miss Sheibley.

THE HOME MISSION MONTHLY OFFICES - TEMPERATURE

Office Conference suggests that Miss Voss take up with the House Committee the fact that the offices of THE HOME MISSION MONTHLY are so cold that it has become necessary to close several of them and move the workers into other offices.

PURCHASE OF TICKETS

Office Conference recommends that tickets for itineraries for officers, field secretaries and so on be secured through the Treasury Department.

NOON PRAYER MEETING

As the noon prayer meetings are so poorly attended it was voted that we call together all office heads to talk over the situation with the end in view of bettering meetings and attendance.